

Position: Appraisal/Records Management Coordinator

Annual Salary Range: \$39,290 - \$65,690

In anticipation of future staff retirements, the Alabama Department of Archives and History (ADAH) seeks a highly motivated, innovative, collaborative, and experienced government records archivist to assume a leadership role in the appraisal and outreach program with state government agencies, local government agencies, and local non-government historical repositories. The successful candidate will work with the current Appraisal Coordinator for a period of approximately six months before the incumbent's retirement in early 2016. Responsibilities include the daily operation of the state and local government records program for Alabama, addressing document management issues for digital and analog records; understanding applicable local, state, and federal laws; coordinating State and Local Government Records Commission meetings; establishing retention requirements for state and local records in all formats; acquiring permanent state records for preservation at ADAH; and conducting records outreach activities with core constituent groups. Responsibilities include supervision of the electronic records archivist and the 2 appraisal archivists and clerical staff engaged in these activities.

Responsibilities:

- Plans and administers the records program for state and local agencies, which includes all aspects of the records/document function including document management, records identification, retention, disaster planning, security, access, audit, and capture.
- Plans and administers appraisal work with state and local government officials to evaluate the administrative, legal, fiscal, and historical value of agency records.
- Coordinates the State and Local Government Records Commissions meetings, including preparation, notification, distribution of materials, and documentation of the meetings.
- Coordinates the acquisition of state agencies' historical records for preservation at ADAH.
- Coordinates outreach to state and local agencies, providing advice, assistance, publications, and training to assist in managing and preserving digital and analog records.
- Coordinates outreach to local, non-government repositories, assisting them in preserving historical records of local communities.
- Coordinates and assists in administering state- and/or federally funded grant programs for local records repositories, with primary responsibility for advising grant applicants, monitoring projects, and collecting reports.
- Supervises other staff in fulfilling appraisal/outreach program's goals; participates in other departmental activities as appropriate for the position.
- Sets personal professional development goal and participates in professional development activities, keeping informed of and applying changing trends and techniques in the archival profession.

Knowledge, Skills, and Abilities:

- Knowledge of and experience in archival and records management core competencies.

- Knowledge of and experience in principles and practices of records appraisal, management, and disposition.
- Knowledge of records reformatting best practices.
- Knowledge of electronic records theory and practice sufficient for supervising an archivist with primary responsibility in this area.
- Ability to provide appropriate assignments to employees and to supervise their work, with supervisory experience in an archival or records management setting strongly preferred.
- Ability to express ideas clearly, both orally and in writing.
- Strong organizational skills, with the ability to set priorities and balance competing job responsibilities that require both creative thinking/planning and tolerance for routine work.
- Ability to read, analyze, and interpret laws, government regulations, industry periodicals and professional journals, and technical procedures.
- Ability to work successfully with a broad and varied clientele, including state and local government officials and staff, archival and records management professionals, local historians and genealogists, and members of the public.
- Some knowledge of Alabama's history and state and local government organization.
- Evidence of commitment to the archival profession by memberships and participation in professional organizations. Record of ongoing professional development and contribution.
- Ability to travel frequently within the state.
- Ability to lift and carry boxes weighing on average 40 lbs.

Necessary Qualifications:

- Bachelor's degree* in history, political science, library science, or a closely related field. Six years of experience in archival work or records management in an archival repository including one year of supervisory experience
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- Master's degree* in history, library information science, archival administration, political science, or a closely related field. Two courses in archival administration (Applicants must list these courses on the application.). Four years of experience in archival work or records management in an archival repository including one year of supervisory experience
 - A valid driver's license

Montgomery and ADAH

Montgomery and the River Region are home to friendly people, high-tech industry, the State Capitol, and a major Air Force Base. The region is growing quickly with over 360,000 people in Montgomery, Prattville, Millbrook, Pike Road, Wetumpka and Tallassee and enjoys a low cost of living. Located in central Alabama at the intersection of Interstate Highway 85 (east and west) and Interstate Highway 65 (north and south), Montgomery is:

- 161 miles southwest of Atlanta

- 92 miles south of Birmingham
- 168 miles north of Mobile and the Gulf of Mexico

Alabama created the first state department of archives and history in the United States. Founded in 1901, the Alabama Department of Archives and History became a model for many other states. Now in its second century of service, the Alabama Department of Archives and History is mindful of its obligation to preserve the records of its past and to serve the information needs of future generations of researchers. The department continues the following programs as priority services:

- assistance to state agencies and local governments in the preservation of their records of historical value
- work to preserve modern records in fragile formats, such as computer records, photographs, and video tapes
- educational programs and tours to school children, tourists, and interested citizens
- reference service
- maintenance of the security of collections held by the Archives
- the use of new information technology to extend the department's services.

Application Process:

Steve Murray, ADAH Director, and Tom Turley, Appraisal Coordinator, will be attending the SAA meeting in Washington, DC in August. If you would like to arrange a time to meet with them during the meeting, please email them at steve.murray@archives.alabama.gov or tom.turley@archives.alabama.gov.

Please submit a resume, list of three references, 3-5 page interpretive writing sample, and cover letter to the address below by September 30, 2014. The cover letter should include availability details and salary requirements.

Candidates will be selected for interview and formal application based on the information submitted, with an anticipated hiring date in late Spring 2015.

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